

THE POSITION

Working for Local Government Services and assigned to the Metropolitan Transportation Commission, the TransLink® Contracts Coordinator will be responsible for providing technical and administrative support to TransLink® project staff in the management and oversight of contracts for services and goods related to the implementation and operation of the TransLink® fare payment system. This includes preparation and conduct of competitive solicitations, collaborating with project staff in the negotiation of scope and price of agreements (contracts, funding agreements, etc.), coordination of review of agreements, collaboration with MTC's Contract Administrator (CA) and/or Office of the General Counsel (OGC), supporting project staff in the administration of agreements, and ensuring compliance with records retention policies and other project oversight requirements. This position performs other job related duties as required.

Under supervision and direction of a TransLink® Senior Program Coordinator and Program Director, the following are some of the tasks that will be performed:

Technical Support: Provide technical support to project staff in the development, preparation, ongoing management and oversight of solicitations, contracts and funding agreements. Consult with the CA and/or OGC concerning type of solicitation (e.g., IFB, RFP, RFQ), collaborate with the CA and project staff in the development of appropriate documents. Advise project staff in how to evaluate price and line item budget proposals. Under the direction of the CA, conduct federal cost and price analyses. Review proposed scope of work, deliverables and other contract provisions and consult with the CA and/or OGC to identify and prepare the appropriate contract documents. Ensure that applicable mandated federal, state, and local contract provisions are included, as required. In particular, support the ongoing administration of the TransLink® design-build-operate-maintain contract, including preparing change notices and change orders.

THE IDEAL CANDIDATE

For other TransLink®-related contracts, assist with the review and evaluation of proposals and preparation of contract award documentation. Assist project staff in responding to requests for information on procurements or contracts. Consult with the CA to ensure agency uniformity in contracts and procurement procedures. Assist in the development and on-going management of funding agreements. Consult with MTC Finance Department and OGC regarding the necessary terms and conditions.

Recordkeeping, Administration and Audits: Coordinate with the CA and Contracts unit regarding records management for all original contract documents; funding agreements, purchase orders, etc. Assist the MTC Contract Assistant in maintaining logs and records of all TransLink® procurements and contracts. Work with TransLink® project administrator to support contract administration. Support contract close-outs.

Report Preparation: Assist the CA in preparing various agency, federal, state and local reports and documents related to utilization of consultants, and other procurement activity, including the Disadvantaged Business Enterprise (DBE) goal development and utilization reports. Support MTC's record-keeping obligations under the SFMTA's Faregate Replacement Cooperative Agreement.

Other Duties: May assume other job related duties as required.

The ideal Contracts Coordinator, will have a bachelor's degree from an accredited college or university, in an appropriate discipline such as public administration, business administration, or a related field.

Completion of a minimum of three years of increasingly responsible, relevant and verifiable professional experience in contract preparation and administration and in government agency procurement with experience in drafting, conducting, and documenting a variety of solicitations for professional and technical services and public works contracts. Experience in conducting procurements that meet federal requirements. Transportation planning, transit agency and/or public agency contract management experience is desirable.

Knowledge of: Applicable federal, state, and local laws and regulations related to local public agency procurement and contract administration; types of competitive solicitations, particularly negotiated procurements; forms of agreements; principles, practices and terminology related to the administration of construction, goods, and professional and technical services contracts; and business computer user applications (Word, Excel, Access, information management systems) related to the preparation, tracking and administration of contracts. Knowledge of multi-agency procurement vehicles like the California Multiple Award Schedule (CMAS) is desirable.

Ability to: Prepare and revise contract and procurement documents; understand technical concepts from various types of operational activities; evaluate alternatives for procurement processes and contract formats and recommend appropriate procurement vehicle; conduct procurements that comply with federal requirements for third party contract; maintain accurate records and files; make accurate mathematical calculations; write memoranda, reports, and research summaries in clear, concise and grammatically correct manner; establish and maintain effective working relationships with those contacted in the course of the work; supervise one or more staff members; and exercise sound independent judgment within established guidelines. Ability to conduct a federal cost/price analysis is desirable.

MTC is a local public agency formed pursuant to California Statute. It is not subject to the State of California Public Contracts Code, except as it applies to local agencies. TransLink® is the Bay Area's regional transit fare payment system. The TransLink® program receives federal funds and its contracts are subject to 49 Code of Federal Regulations (CFR) Part 18, rather than the Federal Acquisition Regulations (FAR). MTC holds a design-build-operate-maintain contract with a primary contractor that has responsibility for implementation and operation of the TransLink® system.

EMPLOYMENT, COMPENSATION, AND BENEFITS

The chosen candidate has employment through Local Government Services (LGS), Joint Powers Agency. The salary for the TransLink® Contracts Administrator, is \$33 (depending upon additional qualifications, salary may be up to \$43/hourly). Local Government Services offers an attractive benefits package including:

Insurance – Employer-paid premiums for medical, dental, vision, as well as life insurance at one times annual salary.

Retirement Plan – PERS with a 2% @55 plan and employer-paid member contributions.

Paid Leaves – Vacation, sick, and administrative leave:

- Vacation of 12 days/year.
- Holidays of 10 days/year.
- Sick leave of 12 days/year accrued.
- Administrative leave of up to 1 day/year.

Other benefits include:

- A transportation allowance.

For information about MTC, see its website at www.mtc.ca.gov.

This position is a full-time limited duration assignment through June 30, 2010. Continuation of the position is subject to annual budget approval.

APPLY TO

If you are interested in this outstanding opportunity, please submit an application via the web address of www.calopps.org. Look for the position under "member agencies" Local Government Services where you can apply online. Include a cover letter and resume in the *special* section of the application. Apply by **Monday, November 2, 2009**

Local Government Services

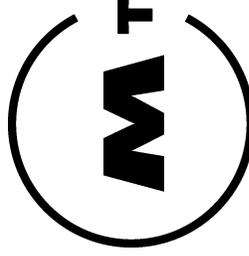
Following the closing date, resumes will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to an interview. A select group of candidates will be asked to provide references once it is anticipated that they may be finalists. A background check to verify information supplied in the application materials will be conducted following candidate notification. For questions email jbower@rgs.ca.gov

TRANSLINK® CONTRACTS COORDINATOR



TRANSLINK®

To be considered for this Limited Duration assignment with Metropolitan Transportation Commission apply to Local Government Services



Metropolitan
Transportation
Commission

Salary:

\$33.00 hourly

(depending upon additional qualifications, salary may be up to \$49.00)

Apply by Monday, November 2, 2009

REGIONAL GOVERNMENT SERVICES
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Providing Solutions To California Public Agencies

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